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Assignment and Scheduling Provisions in Federal Labor Agreements

December 1985

United States Office of Personnel Management

Office of Employee Labor and Agency Relations

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ASSIGNMENT AND SCHEDULING PROVISIONS

IN

FEDERAL LABOR AGREEMENTS

DECEMBER 1985

Prepared and Issued by:
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NOTICE

Citation of sample clauses is intended solely for familiarization. Therefore, no inference should be drawn regarding Office of Personnel Management approval or disapproval of clause content nor of certifiction or non-certification of compliance with pertinent laws, regulations or procedures. No attempt has been made to edit the provisions or indicate faulty construction and grammatical errors. Only the actual names of the parties have been deleted where it appears in the body of the provision. The six digit number following each clause cited is the identification of the agreement in the LAIRS* file. The Appendix lists the parties to the agreement provisions. They are listed and numbered in the order in which they appear in the report.

*LAIRS (Labor Agreement Information Retrieval System) is maintained by the Office of Personnel Management

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PART ONE: INTRODUCTION

A review of the LAIRS file of 2,261 Federal labor agreements* disclosed a pattern of provisions which can be classified into two basic categories - those relating to assignment of work and those dealing with scheduling of work . Assignment of work provisions pertain to the nature of the duties to be performed and other limiting factors. Provisions on scheduling of work are associated with specific hours that employees spend on the job, or the time for commencing and terminating their tasks on each scheduled workday or workweek.

While the right to determine the mission of the agency, its organization and staffing patterns including duty assignments, is not within management's obligation to bargain under the statute**, the procedures for exercising this right are negotiable.

Matters appropriate for negotiations generally include areas of employee concern such as policies and procedures regarding assignment of employees to: particular shifts, tours of duty, overtime, work details, basic workweek, rest breaks, variable work schedules, and other topics which provide the basis for presentation of survey findings.

The statistics obtained from the LAIRS file are shown on the following page. Other statistics used throughout the survey are based on a representative sample of 400 agreements from among the total. Clauses representative of each topic are reprinted in full text, numbered sequentially and identified in the Appendix.

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*The term "agreement" as here construed refers to an exclusive recognition covered by a negotiated agreement. The LAIRS file is as of July 31, 1985

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The following lists the types of provisions, the frequency of occurrence of these provisions, and the number of employees covered by agreements containing these clauses.

TYPE OF PROVISION	NUMBER OF AGREEMENTS	% OF FILE *	EMPLOYEES COVERED	%**
I. Provisions relating to assignment of employees and of work				
DETAILS	1,409	62%	973,879	79%
UNDESIRABLE ASSIGNMENT	172	8	64,338	5
LIGHT DUTY	570	25	427,386	34
II. Provisions relating to scheduling of employees and of work				
WORKWEEK DEFINITION	1,713	76%	881,612	71%
ALTERNATIVE WORK SCHEDULES	350	15	473,598	38
SHIFT ASSIGNMENTS	1,221	54	642,158	52
CLEAN-UP TIME	677	30	378,828	31
MEAL PERIODS	1,095	48	484,426	39
WORK BREAKS	984	44	527,606	43
SCHEDULING OF TRAVEL TIME	677	30	474,145	38
OVERTIME	1,824	81	918,708	74

*File contains 2,261 agreements

**In relation to the total number of employees (1,240,515) covered by agreements in the LAIRS file.

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PART TWO: ASSIGNMENT OF EMPLOYEES AND OF WORK

A. LIGHT DUTY

Light duty assignment provisions are contained in approximately 25% of all agreements. Light duty is generally a temporary assignment provided when an employee is temporarily incapacitated due to injury.

1. It is agreed.
   a. If a medical determination from appropriate medical authority is made that an employee can return to work with certain restriction/limitations on activities, and
   b. If within the mission of the activity there is work that can be performed within those limitations or restrictions, then the employee will be directed to return to work, will be assigned to work consistent with those limitations until:

      1. the limitations have been removed or changed, or
      2. the employee is separated or reassigned; or
      3. the employee is retired or retires for disability

   An employee will not be permitted to return to work until or unless there is work available, which is not already being performed by specific employees, and which is within the physical or mental capacity of the employee to perform. (064076)

2. Employees temporarily unable to do their regularly assigned tasks will be given light duty assignments when possible so as to avoid losing compensation. (830010)

3. Upon request of the employee, the Board will make every effort to temporarily assign an employee whose physician certifies that he has temporarily become partially disabled. Assignment will be to an available position or unclassified duties which the employee is capable of performing until such time as the employee is capable of the performance of his regularly assigned position as directed by a physician or medical practitioner consistent with the needs of the Board and applicable law. (640010)

4. When an injured employee returns to work with a medical certificate signed by a physician which states that the employee is medically incapacitated to perform his/her normal duties, the Employer will consider assigning the employee temporarily to duty which is not injurious to the employee's health ("light duty"). The parties recognize that the Employer is not required to retain an employee in a light duty assignment once such an assignment is made. An employee will not receive an adverse performance appraisal or otherwise be penalized solely because he/she was or is assigned to light duty. (250020)

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B. UNDESIRABLE ASSIGNMENT

To assure that work assignments comply with job descriptions to the extent feasible, some agreements specify limitations on duties which employees will be required to perform.

5. Employees will be assigned to jobs according to their grade, title and series code. The phrase "other duties as assigned", as used in job description means duties related to the basic job. This phrase will not be used to regularly assign work to an employee which is not reasonably related to his or her basic job description however, the phrase may be used to assign duties which are properly not entered in the description because they are of an emergency or temporary nature. (063625)

6. The employer agrees that all employees will be given fair and equitable treatment with regard to job assignments, including those that require performing menial or dirty tasks. It is further agreed that in no instance shall an undesirable assignment be made as a penalty or reprisal, nor shall prestigious jobs be assigned on the basis of favoritism. (065375)

7. Except as required by special circumstances or emergencies employees will not normally be assigned additional or incidental duties which are inappropriate to the position and qualifications. (080460)

* * *

C. TEMPORARY ASSIGNMENTS AND DETAILS

Sixty-two percent of all contracts have a provision for details. The majority of these agreements make recordkeeping on details mandatory for management. Some allow for periodic review of the records to maintain accurate and fair procedures. Many contracts state under what circumstances details will be implemented. Additionally, agreements usually state that details are only temporary in nature and must be in conformance with regulations.

8. Details for 31 days or more shall be in writing and posted in the employee's official personnel folder. For purposes of definition, the assignment of a career or career-conditional employee to perform duties of a position which is either an identical additional position to his/her postion or a position of the same title, grade, and series as the position he/she is regularly assigned to is not considered to be a detail and, therefore, no documentation will be made. (075200)

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9. All details of employees in the Unit for periods in excess of 30 calendar days will be formally recorded on a Standard Form 52, Request for Personnel Action. Employees so affected will be given formal notification by providing them with a copy of the approved SF 52, together with the reasons for the detail. The Employer agrees to place in the employee's official personnel folder upon the employee's request a summary statement reflecting the extent and quality of the performance of such duties. (062841)

10. Records of Details. Details in excess of 30 calendar days shall be recorded on SF-52. A copy of the SF-52, which includes a statement of the duties to which detailed, shall be furnished to the employee. For details in excess of 120 days, the employee shall be furnished a classified position description. Upon request, and consistent with Privacy Act provisions, DPM will provide to Local 3403 a copy of the SF-52 used to record the detail of an employee in the bargaining unit. (770010)

11. A detail is a temporary assignment of an employee to perform duties not covered by the official job description for the temporary periods of time authorized by the Office of Personnel Management. Details may be used to meet temporary needs of the activities when necessary services cannot be obtained by more desirable or practicable means. (064336)

* * *

D. LIMITATIONS ON DETAILS/TEMPORARY PROMOTIONS

Since details are intended only for meeting temporary needs of the agency's work program, agreements often place limitations on the time that an employee may be assigned to a detail. Also, some agreements prohibit the use of details to train employees so as to give them unfair competitive advantage. In addition, some agreements also require that an employee be given a temporary position if detailed to a higher graded position in excess of a given length of time.

12. Temporary promotions will be made in keeping with applicable regulations of higher authority, including FPM 335, generally for periods not exceeding one year except where the Employer may deem longer periods than one year necessary in special situations. (075112)

13. The Employer agrees that details of employees in the bargaining unit will be made for minimal periods of time in accordance with operational needs. Employees who are interested in details to other positions may make their desires known by indicating their interest in writing to their immediate supervisor who will so

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advise the supervisor in charge of the activity where the detail might occur. When the opportunity for a detail becomes open, management will consider the interest of the employees who have indicated a desire for the detail.

Details for more than 30 days shall be recorded in writing on SF-52 and forwarded to the personnel office. Details of shorter duration may be recorded by individual employees on SF-172 and sent to the personnel office for filing in their official personnel folders.

No employee shall be detailed to perform the duties of an established position of higher grade, within the unit, in excess of sixty days without being temporarily promoted.

When employees are detailed to a work location which is further from their home than their official duty station, the Employer agrees to pay the Government rates for use of a privately-owned vehicle for the difference in the distance from their official station to the location of detail.

The official duty station for unit employees is defined to be Dulles International Airport. When work is to be performed at a temporary duty station, compensation for travel time will be in accordance with FPM Letter 551-1 of April 30, 1976. (200110)

14. Where an employee has been detailed to a position of equal or higher grade for more than ten (10) working days although less than the period for which a DS-1032 is required, the work unit will acknowledge his/her contribution by means of a memorandum to his or her official personnel file if the employee so requests. (180020)

15. Details may be made based on formal training agreements or IDP's. It is understood, however, that details will not be used for the purpose of affording some employees a disproportionate opportunity to gain qualifying experience or to arbitrarily prevent other employees from gaining experience. (420020)

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PART THREE: SCHEDULING OF EMPLOYEES AND OF WORK

A. HOURS OF WORK

1. Regular Work Schedule

Seventy-six percent of all federal agreements define a standard workweek. Most agreements place some stipulation on the hours of work such as differentiating more than one shift, specifying hours in which an employee will be considered to be on duty, and other matters which affect the efficiency of the operation.

16. The administrative workweek shall consist of a period of seven (7) consecutive calendar days. Normally, the administrative workweek will begin at 0001 hours, Sunday, and will end at 2400 hours the following Saturday. (540015)

17. The basic forty-hour (40) workweek will consist of five (5) consecutive eight hour (8) days, Monday thru Friday. In unusual circumstances where the basic 40-hour workweek is inappropriate, the Employer may depart from the general rule for establishing work schedules if it finds that it would adversely handicap the organization in carrying out its mission or would substantially increase cost. (060690)

18. The standard workweek shall consist of forty (40) hours spread over a maximum of five (5) consecutive eight (8) hour days. For the majority of employees, the standard workweek is 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. (063810)

19. It is agreed that each employee shall be at the job sites or place specified by his supervisor ready to perform his duties at the starting time of his shift and at the end of his lunch period. It is further agreed that each employee shall remain at his specified job site until the scheduled starting of his lunch period and the scheduled closing time of his shift except as otherwise provided by this Article. However, when required by the Employer, the obtaining and the hookup of power tools and other equipment needed by an employee in order to perform his assigned work will be accomplished on Employer's time.

(074150)

* * *

2. ON-CALL DUTY

Some agreements make provisions for on-call duty. Agreements covering Firefighting and other emergency operations normally contain such provision.

20. The parties agree that the acceptance by employees of on-call status shall be on a voluntary basis, with each employee having

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the right to refuse such status. When an employee accepts on-call status, he/she shall be deemed to have agreed to remain within a reasonable distance of the duty station and to report for duty when called. An employee's refusal to serve in an on-call status may not be considered in the annual performance rating or acceptable level of competence for a within-grade step increase. Moreover, the Employer will not impose any restraints, interference, coercion, or disciplinary action against any employee who refuses to serve in an on-call status. The Employer may, however, take disciplinary action, where appropriate, against any employee who has accepted on-call status but who does not report for duty when called or furnish a substitute. (064140)

* * *

3. MEAL PERIODS

Forty-eight percent of all agreements provide for meal periods which range from 30 to 60 minutes. Generally, meal periods are not part of the paid work hours. Some agreements state that employees who perform crucial services may eat at their duty stations while in a paid duty status.

21. The tour is 8 hours daily with a 30 to 60 minute nonpaid lunch period as determined appropriate. (061800)

22. Lunch periods for other than shift employees shall be of thirty minutes duration and shall be set at or near the mid-point of the work day. Except under unusual conditions shift employees who are not provided a lunch period will be provided a reasonable break at their job sites to eat. (200110)

23. Each daily tour of duty must include a 30 minute meal period during which the employee will be excused from duty unless an exception has been granted. The meal period will be scheduled as near the middle of the workday as possible. The meal period will not be scheduled during the first and last two and one-half hours of the workday except in emergency situations. (430010)

24. Lunch or other meal periods are of 30 minutes to one hour duration which the employee is entirely free of duties of his/her position and are not considered as duty time for which compensation is paid. Supervisors may determine that under conditions where time off for meals is not feasible, a lunch period of 20 minutes or less may be authorized and included in the regular scheduled tour of duty. Employees must spend their on-the-job meal period at or near their work station. Therefore, on-the-job meal periods is paid time. No employee will be required to work more than six consecutive hours without a meal period. (510059)

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4. REST PERIODS

Forty-four percent of all agreements provide for rest periods during duty hours. Subject to various restrictions, employees are usually afforded two break periods each workday generally not exceeding 15 minutes each.

25. Each shift shall be allowed a 15-minute rest period at approximately the middle of the first half and the middle of the last half of each shift. Rest periods will be regulated to maintain adequate coverage of essential functions at all times, and will not be accumulated. Technicians receive pay for time spent in rest periods and such periods are considered as duty time and are included in the daily tour of duty. (080530)

26. There will be a 15-minute rest break in the first half of an 8-hour day and a 15-minute rest break in the second half of an 8-hour day. Breaks will be scheduled by supervisors so that the operations of the Department are not interrupted. Rest periods will not be continuations of lunch periods, and they may not be granted immediately after the beginning of the work day or immediately prior to quitting time, nor shall they be accumulated. (170020)

27. Each shift shall be allowed two paid 15 minute rest periods during the middle of the first and last half of each shift. The exact timing of the rest periods will be determined by the supervisor for each ward or section. Normally, these breaks will be taken during the following time periods:

    - Day Shift - 10:00 to 11:00 AM and 2:00 to 2:45 PM
    - Evening Shift - 5:00 to 6:00 PM and 10:00 to 10:45 PM
    - Night Shift - 1:00 AM to 1:45 AM and 4:15 to 5:00 AM

    (440020)

28. It is recognized between the parties that due to the nature of the work a definite time for rest periods cannot be consistently adhered to. Every attempt will be made to give each employee a rest period in mid-morning and mid-afternoon. (074810)

* * *

5. CLEAN-UP TIME

Clean-up time is provided in 30% of the agreements. At the start or end of each shift and prior to the lunch periods, employees are given time for personal clean-up, drawing and returning tools and equipment, and changing clothes.

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29. Employees shall be permitted during paid work hours where necessary for personal hygiene, to remove toxic or health hazardous substances from their persons and/or to draw, turn in, or put away tools required for the work assignment. Immediate supervisors will determine and allow sufficient time for such purposes, taking into consideration the particular work and the particular work conditions. Allegations of inequity in allowance of such time within the work group, are appropriate matters for processing through the grievance procedure. All other employees will be allowed ten (10) minutes prior to the end of their assigned shift for purposes of work area and equipment cleanup, removing of fire hazards, securing the area and personal cleanup. (071550)

30. The employer will provide a reasonable amount of time consistent with the nature of work performed, for employees to clean up prior to the lunch period and at the end of the workday. In the same manner, a reasonable amount of time will be allowed for employees for the storage, clean-up and protection of property, equipment and tools prior to the end of the workday. (080530)

31. A reasonable amount of time will be allowed employees prior to lunchtime and prior to the end of the shift for the purpose of personal cleanup and storage of Government-owned property. (200110)

* * *

6. TRAVEL TIME

Travel time provisions are contained in 30% of the agreements. In cases where employees' duties are to be performed in a location outside of the regular duty station, travel time is generally scheduled during duty hours. Exceptions are made for extended travel or scheduling problems such as overtime considerations.

32. Employees may be required to travel only under conditions prescribed by pertinent DOD Joint Travel Regulations in the course of performing assigned duties. When such travel duty is necessary, the desires, convenience and comfort of the employees will be considered consistent with the mission assigned. In this regard, the Employer will make reasonable effort to schedule travel during normal duty hours. (064721)

33. It is understood that an employee in a travel status is entitled to reasonable hours of rest and every effort will be made to avoid requiring employees to perform travel during unreasonable hours at night. It is understood that availability of transportation needed to accomplish the mission and other related factors will dictate the scheduling of travel. However, first consideration will be given to scheduling travel during working

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hours. In this connection, when travel is required outside of working hours, consideration of employees' personal comfort with respect to allowing reasonable hours of rest and adequate time for arranging accomodations shall be a determining factor. (074870)

34. Both the Employer and the Union recognize that the nature of the mission of the agency is such that on occasion it will be necessary for bargaining unit employees to perform travel away from their official duty station. Except in emergency situations which would preclude the ability to arrange otherwise, the Employer will make every effort to schedule and arrange for the travel of bargaining unit employees during normal working hours within the standard work week. Should the interest of the agency dictate that employees subject to the Fair Labor Standards Act leave in a travel status more than one-half hour before the regular starting time or return more than two hours after the end of the normal scheduled completion of duty hours, such employee will be paid overtime compensation for such duty time as may be authorizable.

When travel results from an event which cannot be scheduled or controlled administratively, hours of employment for pay purposes performance of work while traveling, and compensable and non-compensable travel time shall be in accordance with applicable decisions of the Comptroller General, law and Government-wide regulations. If a temporary duty assignment requires a traveler to be away for more than fourteen (14) calendar days, the Agency may, upon request of the employee, authorize the traveler to return to his/her official duty station during non-work days when the savings in terms of employee productivity and reduced costs of employment and retention outweigh the costs of the official travel. (390033)

35. Although time in travel status away from an employee's official duty station may meet the conditions in the regulations for being considered as hours of employment, it is not payable as overtime unless travel outside regularly scheduled duty hours is officially ordered or approved. Thus, to be payable as overtime, the appropriate official must require the employee to travel outside his or her regularly scheduled work hours under one of the qualifying conditions in Section 3. (420020)

* * *

7. EMPLOYEE NOTIFICATION OF TRAVEL

Several contracts provide for advance notice to employees when travel is scheduled. Additionally, in a few contracts the agencies agree to consider employee wishes when scheduling duty assignments requiring travel.

36. Although it is agreed that the selection of employees for assignments involving travel will be made according to the needs of the Activity, the Employer agrees to consider the expressed desires of employees in making such temporary duty assignments, including

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requests to be excused from such assignment. (071550)

37. Employees scheduled to travel during nonduty hours will be provided with as much advance notice as possible; such notice will, whenever possible, be provided at least twenty-four (24) hours in advance of the start of the travel. A written statement will be provided the employee, upon written request, as to the reasons for the requirement, by the official directing the travel. (201035)

38. Under normal circumstances, an employee will be given at least 21 calendar days notice prior to out-of-district assignments. The employer will provide to the union a list of all employees given such assignments, showing priority of selection. (260055)

39. Management shall give as much notice as practicable to employees selected for assignments involving travel which requires advance planning. (140010)

* * *

8. USE OF TIME CLOCKS

Few contracts were found which provide for the use of time clocks.

40. It is agreed that time clocks when provided by the Employer will be at locations reasonably convenient to work stations; and that when time clocks are so provided all employees shall use such time clocks unless excused in writing by the CO/OIC of the activity concerned. (071890)

41. Career unit employees at Grades GS-7 and above and all unit employees at GS-9 and above will not be required to punch timecards except as follows and as required below:

a. When working shifts other than those specified in Article 12 and to which he/she is not assigned to an immediate supervisor.

b. When overtime is worked including when compensatory time is earned.

In cases where an employee is suspected of abusing the privilege of not having to punch a time card, the employee's supervisor or other appropriate official will advise the employee of this fact and of the reason thereof. The employee will also be advised that if he/she continues to report for work tardy and/or leave early, he/she may be required to punch a timecard. Subsequent to such discussion, the employee may consult with his/her Union steward and discuss the matter further with the Employer with

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the Union steward present. If this does not bring about improvement, the employee will be advised in writing of the requirement to punch a timecard for a period of two (2) months and the reasons therefore. The timecard will be punched at the beginning and end of the work shift and when leave is used during the work shift. If this does not eliminate the problem, the employee may be required to punch a timecard on a continuing basis. The abusing employee's requirement to punch a timecard will be reviewed every six (6) months to determine if the privilege of not punching a timecard should be restored. However, the requirement to punch a timecard will not preclude the right of management to take disciplinary action in accordance with the provisions of Article 10. (073240)

42. Section 10. Each Quality Assurance Specialist (GS-9 and above) will be exempt from use of the time clocks within facility premises unless the employee makes a written request to use the time clocks to record attendance. This request may be withdrawn only with the concurrence of the supervisor responsible for certifying the employees attendance. Absent compelling reasons the supervisor will grant the request. All employees who do not record their attendance by time clock will report in person to their immediate supervisor at the beginning of the scheduled shift and at the end of the scheduled shift to ensure that the supervisor's certification of the attendance record reflects the actual time for each employee. Tardiness in reporting will not be excused except at the discretion of the supervisor. An employee who fails to record his attendance accurately shall be required by the immediate supervisor to use the time clock for a period not to exceed two pay periods. The second incident of failure to record attendance accurately by an employee will result in revocation of the exemption for that employee. At the time the facility establishes an automated record system, the above provisions waiving employees' requirments to use time clocks for recording attendance can be revoked after consultation with the Labor Organizaton. Negotiations may be requested in accordance with Article 4, Section 4. (071990)

43. The standard work week will consist of forty (40) hours, eight (8) hours per day, Monday through Friday.

All employees are required to personally clock in prior to commencing work and clock out after terminating their work. (063480)

B. WORK SHIFTS

1. Shift Assignments

Many contracts address the establishment of shift assignments. Seniority is usually a factor in determining assignments. In some agreements employees are also given recourse if an assignment presents a health or safety question.

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44. Shift assignments shall be per bid by seniority except for new Officers during their initial training, who will be afforded an opportunity to bid by seniority after completion of training. Pending and prior to training, new Officers shall be assigned to a permanent shift. Seniority shall be based on all time employed as an Officer of IMPD, except for Officers who are voluntarily separated from employment and subsequently are reinstated. Their previous time will not go towards seniority for a period of one (1) year from the date they were rehired. (Service computation dates will be used as a tie breaker).

    An initial bid for all officers will be conducted within 90 days after the date of approval of this Agreement and on a bi-annual basis thereafter during the months of January and July. Bids will also be permitted as the need arises and as mutually agreed on. (071537)

45. The Employer agrees that in assigning employees shift, if the preference for a specific tour is expressed by one or more employees among the group being assigned, first consideration of the tour will be given to qualified employees requesting assignment, and selection will be made within the Division, based on seniority by using Employee's Service Computation Date for Leave Purposes.

    When additional shifts are required, the selection of qualified employees shall be accomplished on a voluntary basis. The Employer agrees to assign the most senior volunteer from the losing snift within the lowest formal organizational element (i.e., not lower than Section) where vacancy exists, based on Employee's Service Computation Date for Leave Purposes.

    (064788)

46. The employer agrees to consider exceptions to the assignment of employees to shift work on request of the employee. Physical disability substantiated by the medical officer, membership in a reserves component and a scheduled educational program are some examples of the considerations which will warrant deviation from the assignment to shift work. (074570)

47. If requested by the Union, the President or Secretary Treasurer of the Union will be scheduled to the day shift, Monday through Friday, in order to be available for meetings and consultation with home management concerning the day to day administration of this agreement. (440020)

48. Selection of employees to night shifts will be made on an equitable basis. Volunteers possessing the skills required shall be used whenever possible in lieu of assigning other employees.

    (200110)

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2. CHANGES IN SHIFT ASSIGNMENT

There are clauses which provide that when a change in an employee's established shift assignment is required, the employee will be notified well in advance of the change or, as soon as possible when unforseen circumstances make earlier notification impossible.

49. An employee's basic workweek or shift hours will not be changed without notice of at least seventy-two (72) hours before the first administrative workweek affected by the change, and no changes shall be effective for periods of less than four (4) consecutive weeks. Deviations from this provision for advance notification will be made only when dictated by unforseen circumstances beyond the control of the Employer. The Union will be notified of all deviations and will be furnished an explanation of the reasons for the deviations. No deviation from the seventy-two (72) hour notice shall be affected to circumvent or avoid the payment of overtime. (073580)

50. Employees in the unit will be given at least fourteen (14) days notice of any change in their scheduled shift except where unforseeable or uncontrollable circumstances do not permit. Where fourteen (14) days notice cannot be given due to unforseeable or uncontrollable circumstances, the Union will be notified as soon as possible, and where time permits, discuss the matter. The 14-day notice requirement does not apply to a shift change which is requested by an employee. Requests for shift changes within the established work schedule will be granted if operational needs permit. Individual schedule changes not within the established schedule will be considered and may be approved for adequate reasons acceptable to the Employer. (201035)

51. Notice of changes in individual shifts required by operational requirements will be given at least ten (10) work days in advance of such change, except in emergency situations. In emergency situations, notice of changes in an individual's shifts will be given as far in advance as possible. Advance shifts will be given as far in advance as possible. Advance notice of schedule changes will be provided to employee by both verbal notification and written memo by the Unit Supervisor. (130441)

3. VARIABLE SHIFTS

Agreements which cover employees on two or more shifts frequently include a system of rotating employees or trading shifts periodically. Limits are often placed on shift trades.

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52. Where rotating shifts (3 eight hour tours of duty per 24 hour period) are warranted, teams of personnel will be either permanently assigned together or rotated, wherever possible, according to the desires of the personnel assigned to such shifts. Selection for team assignments will be on a volunteer basis where possible. Employees on rotating shifts desiring a team assignment transfer to another team will be given first consideration for vacancies as they occur. Personnel assigned to rotating shifts will decide at the beginning of each calendar year whether team members will be permanently assigned or rotated. (064020)

53. Employees may engage in the practice of trading time under the following conditions:

a. Employees may trade work hours with employees of equal grade GS-3/4 or GS-4/5 or GS-5/6, subject to approval of each request by the Fire Chief.

b. The amount of trading time must be limited to 48 hours at any one time.

c. The trading time must be completed within the same pay period; that is, the time worked and the time paid back must occur within the same two-week period.

d. Employees who fail to complete their part of the trading time are subject to discipline under the same criteria that applies to other absences.

e. Employees who wish to engage in trading time will sign an appropriate chit to this effect at least one (1) workday prior to the day in which trading time occurs.

f. The Employer may curtail or eliminate trading time for employees who do not properly carry out their obligations under this section. (072710)

* * *

4. ALTERNATIVE WORK SCHEDULES

Provision for alternative work schedules is found in 15% of all agreements. 12% provide for Flexitime while only 3% provide for Compressed Workweek.

54. a. The flexible workday will be from 0600 to 1700;

b. Employees afforded the flexitime privilege may begin work between 0600 and 0830;

c. Core time shall be during the hours 0830 through 1100 and 1130 through 1430,

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d. A thirty (30) minute lunch break will be taken by all employees between 1100 and 1130;

e. Break periods of fifteen (15) minute are authorized at 0900 and 1315;

f. The Employer retains the right to exempt specified organizational elements/positions from participation in flexitime based upon mission related requirements. In establishing the fixed working hours for organizational/positions not included under flexitime, the Employer agreed to consider Employee preferences;

g. Newly assigned Employees may be required to work the same hours as their supervisors until such time it is determined that they are able work independently. (063480)

55. The purpose of establishing a Compressed Work Week Program (the "Program") is to improve productiviy and provide greater service to the public by providing greater work schedule flexibility to Commission employees.

This Program applies to all permanent, full-time employees, unless excepted, who submit a written notice of participation in a timely fashion. Temporary employees may also participate at the discretion of the supervisor.

The Employer may, in its discretion, exclude any position, group of positions, or organizational element from participation in the Program in order to assure the Agency's ability to fulfill its mission.

The Employer may, in its discretion, temporarily suspend the Program, alter schedules for certain positions, groups of positions or organizational elements in order to avoid adverse agency impact, defined in 5 U. S. C. §6131(b), to be a reduction in productivity, a diminished level of services furnished to the public, or an increase in the cost of agency operations (other than a reasonable administrative cost relating to the process of establishing a compressed work week program). The Union will be given reasonable advance notice of any actions taken pursuant to this section.

The Employer may terminate the Program pursuant to the procedures set forth at 5 U. S. C. § 6131 (c) (3).

The Employer may, in its discretion, require employees in a travel status to revert to a normal fixed tour of duty for all or part of the pay period(s) in which travel occurs. If not, employees who are required to work on their normal "off-day" will be covered by § 4E2.

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The specific program utilized will be the basic "5-4/9 Plan" as follows:

All employees will have an established 80-hour/ten-day per pay period tour of duty; a nine-hour shift will be worked for eight days; one day will be of eight hours duration; the remaining day is a non-work day (i.e., the "off-day").

An employee's established tour of duty may vary on a daily basis, so long as the full shift for that day is worked, not counting the normal lunch period and approved leave. . . . . (830010)

56. All employees will be on the 5-4-9 compressed work schedule during the experimental period. If, at the end of the period work schedules are required to be changed, the Employer will negotiate on the impact of the change. Upon employees request, exception from the compressed work schedule will be granted by the Director except for cause. Approved starting times are at 15 minute intervals from 7:00 a.m. to 9:00 a.m.

Core time will be from 9:00 a.m. until 3:30 p.m. each work day. Lunch period is 30 minutes and can be started as early as 11:30 a.m. but must be completed by 1:00 p.m. The work schedule chosen will also designate a lunch period. Upon request by the employee to the supervisor, an occasional exception to the timing of the lunch period will be granted.

The Employer agrees to provide the following:

1. Flexitour shall be scheduled for two week periods at the option of the employee and consistent with the needs of the Employer. Schedule changes will be limited to five per year.

2. The administrative workweek shall be seven consecutive days, Sunday through Saturday.

3. An employee's work schedule will be the same for each pay period.

4. The occurence of holidays shall not affect the designation of the basic workweek.

5. Breaks in working hours of more than one hour shall not be scheduled in any work day except that requested by the employee and approved by the Employer. (021241)

57. COMPFLEX 5-4/9 - during each two week pay period, the employee works eight 9 hour days flexed within starting times of 0645 - 0715 and quitting times of 1615 - 1645 and one eight hour day starting 0645 - 0715 and quitting 1515 - 1545 with lunch period limited to 30 minutes, thus earning a day off in addition to the two weekends. (120270)

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58. For the purposes of a compressed work schedule, the following definitions shall apply:

(1) Compressed schedule:

(a) In the case of a full-time employee, an 80 hour biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays;

(b) In the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays;

(c) The compressed schedules used most often are the 5-4/9 and the 4 day week. In the 5-4/9 full-time employees work 80 hours for the biweekly pay period 5 days one week and 4 days the next week. In the 4 day week full-time employees work 40 hours, 4 days each week.

(2) Overtime hours are any hours in excess of those specified hours which constitute the compressed schedule. (170010)

C. OVERTIME

1. Scheduling and Assignment

Over 80% of all contracts mention various methods to be used in assigning overtime to workers. Almost all agreements specify that volunteers for overtime will be sought first before involuntary assignments are used. Some agreements provide that assignments be made in inverse seniority order on a rotational basis.

59. Overtime work assignments will be distributed in an objective manner among employees consistent with workload requirements. In assigning overtime work, the supervisor will take into consideration the skill, ability, performance, work, grade, position and expressed desire of employees to the extent practicable. (070730)

60. Overtime work will be held to a minimum and be restricted to only those skill requirements essential to meet operational needs. Although Public Law 95-454 retains unto management officials the right to assign work, the Employer agrees in principle to a generally equitable distribution of overtime within specific operating units where overtime is required. (080530)

61. The Employer reserves the rights to determine which personnel will be used in conducting certain operations; however, it is agreed that regularly overtime work will be distributed equitably among all employees in their particular positions as far as the character of the work and existing situations will permit. Employees assigned overtime work must, in the opinion of the Employer, be qualified

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to perform the overtime work in an efficient and expeditious manner. When overtime work is required, the most senior qualified employee who has volunteered for the assignment will be assigned. In the event there are no volunteers, the least senior qualified employee will be assigned the overtime work. (074570)

62. Overtime opportunities will be offered to those employees possessing the skills required for the overtime assignment. Within this criteria, overtime opportunities will be offered on an equitable basis.

In the event there are insufficient volunteers for overtime assignment the supervisor may assign an employee from an established overtime group.

Appropriate groups of employees will be constituted to be available for overtime and weekend call back. The groups will be designated on a rotational basis. Employees in the availability groups will make every reasonable effort to respond to overtime needs. (180020)

63. Overtime shall not be compulsory except when unforeseen or unexpected circumstances occur, or when deadlines must be met.

Where the number of volunteers available for overtime does not exceed the number of employees needed to perform the work scheduled for overtime, each qualified employee in the line of work in which the overtime is required shall be given the option of working overtime whenever such work is to be performed. To be qualified to work overtime under these conditions, an employee should be performing at or above the minimum levels of performance concerning work produced, accuracy and acceptability of the work product.

Where the number of volunteers for overtime exceeds the number of employees needed to perform the overtime work, the opportunity to work overtime shall be rotated among the qualified employees in the line of work in which the overtime is required. To be considered qualified for overtime under these conditions, an employee should be performing above the minimum levels of performance concerning work produced, accuracy and acceptability of the work product. (350010)

* * *

2. NOTIFICATION OF OVERTIME

Approximately 64% of all agreements provide for notification of employees as far in advance as possible when overtime work may be required. Exceptions are normally made when the employer could not predict or prevent the need for overtime. In a few instances employees are put on stand-by notice for possible overtime.

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64. The Employer agrees in an effort to preclude unnecessary last minute overtime notifications to schedule Officers for voluntary and/or assigned overtime and to place two (2) additional Officers on stand-by notice for possible overtime at the beginning of each shift during briefing. Officers shall be permitted to use a government telephone for necessary communication due to overtime. (071537)

65. Employees will be notified of overtime assignments 24 hours in advance when possible. (200110)

66. The Employer will provide an employee directed to work overtime with advance notice, at least prior to noon of the day the overtime is to be worked, except in cases of emergency. (090030)

67. In the assignment of overtime, including work on holidays, the Employer agrees to normally provide a minimum of 4 hours notice. (820036)

* * *

3. OVERTIME HOURS LIMITATION

This provision appeared in only 7% of Federal agreements and provides that certain measures will be followed to prevent employees from working an excessive number of hours when called to perform overtime.

68. Normally personnel will not be required to work a regular shift and an overtime shift consecutively. (073370)

69. Normally employees shall not be allowed to work more than 16 continuous hours without a minimum 8 hour break in the tour of duty. (290187)

70. Manpower and operational requirements permitting, the employer will not assign an employee to overtime activities for a period of twenty-four (24) hours when:

(1) an employee has worked on a regular and overtime basis for sixteen (16) hours or more within a twenty-four (24) hour period; or when,

(2) an employee who has worked a total of thirty (30) hours on overtime assignments within a calendar week; or when,

(3) an employee, engaged in an assignment which requires excessive standing or walking, has worked a total of twenty (20) hours of overtime during a calendar week.

An employee may voluntarily waive the above. (210081)

* * *

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4. EXCUSAL FROM OVERTIME

In 61% of agreements, employees are allowed to decline overtime assignment for personal reasons under certain circumstances. The Employer still retains the right to direct overtime work if the employee's services are needed.

71. Where an employee has been offered an overtime opportunity and turns that opportunity down, he or she will be considered to have served or received that amount of overtime for purposes of equitable distribution, but not for purposes of compensation. (750020)

72. If there is no qualified volunteer to work the assigned overtime, mandatory assignment will be made, taking into consideration valid reasons for excusal. The Employer reserves the right, however, to asssign any employee to perform overtime when his or her special skills are required to accomplish a specific job. (800011)

73. The Employer will, upon request, relieve an employee from an overtime assignment if his or her reason is valid and there is another qualified employee available for the assignment. The Union recognizes that in some cases, the Employer shall require employees to work overtime.

    The Union recognizes that in some cases such as, but not limited to, an instance if insufficient volunteers, the Employer shall require employees to work overtime. (300020)

74. Prior to ordering an employee to work overtime, consideration will be given to the effect of such additional work on the health and efficiency of the employee as well as to any personal circumstances which may make overtime work a hardship for the employee.

    Employees will be excused from overtime assignment without disciplinary penalty when Management has other equally qualified employees available and willing to perform the required work. If Management is unable to find a qualified replacement, an employee determined by Management shall work the overtime, providing such assignment is consistent with the above. (490015)

75. The Association acknowledges that the Library retains the right to require employees to work overtime. Employees, however, may be excused from this requirement upon acceptable reason timely offered. Overtime will not be imposed against an employee's wishes unless all reasonable efforts to perform the work at other times or through other personnel have been pursued without success. (630040)

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5. RESTRICTIONS ON OVERTIME

Many contracts place restrictions on overtime assignments. They include who can be placed on overtime, when it can/cannot be scheduled and how prior performance can effect scheduling for overtime.

76. Employees will not be required to work overtime when such overtime will endanger their health based upon medical certification. (120360)

77. Section 4. The Employer agrees to give consideration to all all circumstances including the employees personal problems when ordering an employee to work overtime. (201805)

78. Overtime will not be assigned again to an employee who does not accept an assignment, until the entire roster has been exhausted and his/her name is reached again. Upon request, this roster shall be made available for review by the Union Business Manager. (290815)

79. Offers of overtime will not be made to employees while on light duty, nor will they be charged with overtime that would have been offered had they not been on light duty. (065375)

80. It is mutually agreed that all overtime will be kept to a minimum necessary to meet Shipyard commitments. At the request of the employee, the EMPLOYER agrees to have a discussion with the employee regarding the assignment of more than six (6) consecutive days of work. The EMPLOYER further agrees, wherever possible, not to work the employee over thirteen (13) consecutive days. (075550)

* * *

6. BREAK PERIODS DURING OVERTIME

Many contracts make provisions for break periods for employees doing overtime work. Most often rest periods are mentioned for every four hours of work.

81. Authorized time spent in excess of eight hours a day or 40 hours a week shall be considered overtime work. Fifteen minutes is the minimum period of overtime that can be authorized. Employees who work overtime shall be allowed a 15-minute paid break for every four hour period worked. (064145)

82. Employees on overtime assignments extending four hours or more beyond the normal eight-hour day will be provided a reasonable rest break on official time. (200110)

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7. RECORDS ON OVERTIME

Many agreements provide that the employer will maintain records concerning the distribution of overtime. Such records are generally available to the union upon request.

83. The employer agrees to maintain records of overtime worked and declined by unit employees. These records shall be utilized for the purpose of determining the equitable distribution of overtime. In the case of an alleged inequity and upon request by an employee or the employee's UNION representative, the supervisor will make such records available for review and provide a copy if requested. (072190)

84. The employer will maintain a record of all overtime assigned and such records will be made available for inspection by employees and the Union upon request. (200110)

85. Supervisors will periodically review the records of overtime distribution within their respective areas to assure compliance with these procedures and to assure that overtime assignments have been equitable distributed among qualified employees. Supervisors are responsible for the assignment of overtime in the most economical feasable and equitable manner. (075200)

86. A Council Representative may direct request for access to overtime records to the appropriate supervisor, to aid in resolving employee complaints alleging inequities in overtime assignments. Such records shall be made available to the extent necessary to resolve the request, provided the request specifically identifies the employee or employees involved and/or is limited to a group of employees reporting to a single supervisor. (071550)

* * *

8. TRANSPORTATION DURING OVERTIME

Several agreements allow taxi fare or reimbursement of transportation expenses during hours of darkness or infrequently scheduled public transportation in connection with overtime assignments.

87. When assigning overtime work which involves extension of an employee's shift, and notification of such assignment is not given prior to the end of the previous shift, the Employer will give every consideration to the employee's convenience, including upon request, making every reasonable effort to arrange transportation which will enable him to get home. In the event the Employer is unable to make such arrangements, the employee will not be required to work the overtime assignment. (073580)

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88. An employee officially ordered or who has approval to work overtime sixty minutes or more beyond his/her duty hours and who must travel between the office and home during hours of darkness or infrequently scheduled public transportation will be reimbursed for taxicab fares. (470010)

89. In accordance with existing policy, an employee required by the Employer to work overtime who must travel between office and home during hours of darkness and who is dependent upon infrequently scheduled public transportation, will be reinbursed for taxicab fare to a point at which public transportation can be obtained, or if necessary to the health or safety of the employee, to the employee's home, if prior approval from an authorized official is obtained. (420020)

90. Whenever the Employer and the Union determine that the amount of overtime worked in a particular occupation is such that another employee may profitably be continuously employed on a full-time basis, the Employer will attempt to make such arrangements. (064145)

9. COMPENSATORY TIME

In 36% of the contracts surveyed, compensatory time is offered as an alternative to overtime. Most often it is left up to employees as an option for overtime pay. Occasionally compensatory time is a mandatory alternative to overtime pay.

91. All overtime worked and compensatory time granted in lieu of pay will be logged, and every reasonable attempt consistent with the workload will be made to satisfy the desires of the employee on consumption of compensatory time. Compensatory time will be utilized within the four pay periods following the pay period in which it was earned. If the employee is prevented by management action from using compensatory time within this period, it will be reinstated for an additional four pay periods. (080530)

92. Classification Act employees whose basic pay is at or below the maximum scheduled rate of basic compensation provided for Grade GS-10 have the right to choose between overtime pay and compensatory time off for all overtime work they are required to perform. Wage Board employees must be paid overtime. (100120)

93. An employee whose personal religious beliefs require that he or she be absent during scheduled work periods may elect, with the approval of his or her supervisor, to make up for time lost as the result of meeting those religious requirements. Any employee who elects to make up for such time lost shall be granted equal compensatory time-off from his or her scheduled tour of duty for such religious reasons or requirements. (600010)

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APPENDIX

IDENTIFICATION OF CLAUSES

Clause Number	LAIRS Number	Employer and Union
1.	064076	USA-98th Training Division, Webster, NY AFGE/3742
2.	830010	Federal Election Commission, Washington, D. C. NTEU
3.	640010	Merit Systems Protection Board, Washington, D. C. MSPB Prof. Association
4.	250020	Federal Communications Commission, Washington, D. C. NTEU/209
5.	063625	U. S. Army Armament Research & Development Center, Dover, DE FOP/2F
6.	065375	Red River Army Depot, Texarkana, TX NAGE/R14-52
7.	080460	Adjutant General, Air National Guard, McConnell AFB, TX AFGE/3061
8.	075200	Naval Regional Medical Center, Naval Hospital, Portsmouth, VA NFFE/69
9.	062841	U.S. Army Telecommunicatins Center, Fort Detrick, MD IAM/174

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Clause Number	LAIRS Number	Employer and Union
10.	770010	National Science Foundation, Washington, D. C. AFGE/3403
11.	064336	U. S. Army Engineer District, Tulsa, OK AFGE/3266
12.	075112	U. S. Navy Regional Data Automation Center, Norfolk, VA AFGE/2225
13.	200110	Dulles International Airport, Chantilly, VA AFGE/2303
14.	180020	Department of State Publishing and Reproduction Division, Washington, DC AFGE/1534
15.	420020	OPM Central Office, Washington, DC AFGE/32
16.	540015	Headquarters, Naval District, Washington, DC HREU/25
17.	060690	U. S. Army Proving Ground, Yuma, AZ IBEW/570
18.	063810	U. S. Army Joint Tactical Communications Office, Fort Monmouth, NJ NFEE/476
19.	074150	Philadelphia Naval Shipyard MTC
20.	064140	U. S. Military Academy, West Point, NY AFGE/2367
21.	061800	U.S. Army Infantry Center Medical Activity, Fort Benning, GA AFGE/54

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Clause Number	LAIRS Number	Employer and Union
22.	200110	Dulles International Airport, Chantilly, VA AFGE/2303
23.	430010	International Communications Agency, Washington, DC NFFE/1418
24.	510059	Lowry Air Force Base, CO NFFE/1820
25.	080530	Adjutant General, Army National Guard, ME AFGE/3012
26.	170020	Department of Labor, Washington, DC AFGE
27.	440020	U. S. Soldier's and Airmen's Home, Washington, DC AFGE/3090
28.	074810	U. S. Naval Air Station, Dallas, TX AFGE/2427
29.	071550	U. S. Naval Support Activity, Los Angeles, Long Beach, CA MTC
30.	080530	Adjutant General, Army National Guard, ME AFGE/3012
31.	200110	Dulles International Airport, Chantilly, VA AFGE/2303
32.	064721	Letterkenny Army Depot, Chambersburg, PA IBPO/358
33.	074870	Naval Plant Representative Office, Dallas, TX IAM/776

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Clause Number	LAIRS Number	Employer and Union
34.	390033	Small Business Administration, Washington, DC AFGE
35.	420020	OPM Central Office, Washington, DC AFGE/32
36.	071550	U. S. Naval Support Activity, Los Angeles, Long Beach, CA
37.	201035	FAA National Program Development Branch, Atlantic City, NJ NFFE/1340
38.	260055	Federal Home Loan Bank Board, Third District, Pittsburgh, PA AFGE/3710
39.	140010	Department of Housing and Urban Development, Washington, DC AFGE/222
40.	071890	Naval Personnel Support Activity, New London, CT NAGE/R1-100
41.	073240	Portsmouth Naval Shipyard, Portsmouth, NH IFPTE/4
42.	071990	Naval Air Rework Facility, Jacksonville, FL NAGI/1
43.	063480	U. S. Army Adjutant General Publications Center, St. Louis, MO AFGE/2761
44.	071537	U. S. Naval Support Activity, Mare Island, Vallejo, CA FLEA
45.	064788	U. S. Army DARCOM Catalog Data Activity, New Cumberland, MD AFGE/2004

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Clause Number	LAIRS Number	Employer and Union
46.	074570	Naval Hospital, Charleston, SC MTC of Charleston
47.	440020	U. S. Soldier's and Airmen's Home, Washington, DC AFGE/3090
48.	200110	Dulles International Airport, Chantilly, VA AFGE/2303
49.	073580	Naval Air Rework Facility, Cherry Point, NC IAM/2316
50.	201035	FAA National Program Development Branch, Atlantic City, NJ NFFE/1340
51.	130441	PHS Indian Health Service, Cherokee Service Unit, Cherokee, NC NFFE/2063
52.	064020	U. S. Army Engineer District, NY AFGE/2734
53.	072710	U. S. Naval Training Center, Great Lakes, IL IAFF/F-37
54.	063480	US Army Adjutant General Publications Center, St. Louis, MO AFGE/2761
55.	830010	Federal Election Commission, Washington, DC NTEU
56.	021241	DOA-Soil Conservation Service, Fort Worth, TX AFGE/3839
57.	120270	DLA-Defense Contract Administrative Services Region, Boston, MA NAGE/R1-210

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Clause Number	LAIRS Number	Employer and Union
58.	170010	Department of Labor, Washington, DC AFGE/12
59.	070730	Naval Air Station, Moffett Field, CA NFFE/759
60.	080530	Adjutant General, Army National Guard, ME AFGE/3012
61.	074570	Naval Reg. Medical Center Charleston, SC MTC
62.	180020	Department of State Publishing and Reproduction Division, Washington, DC AFGE/1534
63.	350010	Railroad Retirement Board, Chicago, IL AFGE/375 & 808
64.	071537	U. S. Naval Support Activity, Mare Island, Vallejo, CA FLEA
65.	200110	Dulles International Airport, Chantilly, VA AFGE/2303
66.	090030	Defense Contract Audit Agency, Chicago Region, IL AFGE/3529
67.	820036	DOE-Western Area Power Administration, Denver, CO
68.	073370	Naval Weapons Station, Earle, NJ IAFF/F-147
69.	290187	General Services Administration, Region 2, Boston, MA IBPO/529
70.	210081	U.S. Customs Service, Washington, DC NTEU

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Clause Number	LAIRS Number	Employer and Union
71.	750020	Federal Mediation and Conciliation Service, Washington, DC NTEU
72.	800011	Commodity Futures Trading Commission, Eastern Region, NY AFGE/3477
73.	300020	Interstate Commerce Commission, Washington, DC AFGE/1779
74.	490015	ACTION, Washington, DC AFSCME/2027
75.	630040	Library of Congress, Washington, DC CREA
76.	120360	DLA-Defense Contract Administrative Services Region, Boston, MA
77.	201805	United States Coast Guard Air Station, Otis AFB, MA AFGE/1846
78.	290815	General Services Administration, Region
79.	065375	Red River Army Depot, Texarkana, TX NAGE/R-14-52
80.	075550	Puget Sound Naval Shipyard, Bremerton, WA IFPTE/12
81.	064145	U. S. Army Readiness Group, Newburgh, NY AFGE/2367
82.	200110	Dulles International Airport, Chantilly, VA AFGE/2303
83.	072190	Navy Commissary Store, Naval Air Station, Jacksonville, FL AFGE/696

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Clause Number	LAIRS Number	Employer and Union
84.	200110	Dulles International Airport, Chantilly, VA AFGE/2303
85.	075200	Naval Regional Medical Center, Naval Hospital, Portsmouth, VA NFFE/69
86.	071550	Naval Support Activity, Long Beach, CA MTC
87.	073580	Naval Air Rework Facility, Cherry Point, NC IAM/2316
88.	470010	Commission on Civil Rights, Washington, DC AFSCME/2478
89.	420020	OPM Central Office, Washington, DC AFGE/32
90.	064145	U. S. Army Readiness Group, Newburgh, NY AFGE/2367
91.	080530	Adjutant General, Army National Guard, ME AFGE/3012
92.	100120	Defense Mapping Agency Distribution Center, Clearfield, UT AFGE/1033
93.	600010	Export-Import Bank, Washington, DC NFFE/1935

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